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**PERSONNEL OPERATIONS DIVISION**  
**Annual Report**  
**For the Period 1 July 1959 to 30 June 1960**

**I. Accomplishments:** This report will treat briefly the more significant items; for purposes of brevity, a statistical summary is appended.

**a. Office of the Chief**

25X1A During the recording period, POD assumed responsibility for the Secretariat of the Agency Retirement Board, effected 5 January 1960 by Agency [REDACTED]. During the year, policies and procedures have been developed in the three Directorates to implement the above notice. Plans have been developed and accepted for pre-retirement planning for and counseling of employees who are immediately concerned with retirement or who will be eligible for optional retirement within five years. A continuing program of liaison with appropriate Federal agencies and industrial concerns has been arranged by the Secretary to the Board with a view towards adapting to Agency needs the past experience of others in this field.

Changes brought about by the Inspector General's survey of Career Services and the Career Staff have been considered by the Career Counsel with appropriate recommendations to the DCI. The Special Assistant for Career Management has already completed organizing her functions in the expectation that these recommendation will be approved (essentially, responsibility for career staff status will henceforth be delegated to the Heads of Career Services). The Management Development Committee continued its regular meetings and, in addition, the Director of Personnel inaugurated a program of informal talks with two randomly selected Agency employees each day. The purpose of these informal talks is to determine the views of Agency employees on personnel and management policies.

Out-placement service was extended during the reporting period to include assistance to employees facing early retirement, to military personnel who are retiring or being released from active duty, and to contract employees. Surveys were continued to determine appropriate lead sources in industrial and local governmental areas. Informal meetings were held with

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Civil Service Commission representatives on the possibilities of a CSC - CIA personnel interchange agreement, permitting a greater immediacy in the out-placement of an employee into the competitive service of the Federal government.

A closer working relationship with the JOTP Staff has developed through the assignment to POD of the Office of Personnel representative on that Staff. This particularly concerns the processing of applicants during the acceptance procedures by the Office of Personnel, the Medical Staff and the Office of Security. An increased JOTP input was inaugurated designed to provide almost all Intelligence and Operations Officer input for the DD/P and increased numbers for the DD/I and the DD/S.

Although POD will continue to be responsible for the administrative essentials of Personnel Officer Conferences, the Personnel Officer Training Course has been transferred to the representative of the Personnel Office assigned to the OTR faculty. During the past fiscal year, two successful courses and one general personnel conference [REDACTED] were held.

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**b. Career Services Support**

The Career Services Support Branch has continued to be active in the area of referral, selection, processing and entering on duty of JOT's, economists for ORR, scientists for OSI, engineers and wage board employees for Logistics, analysts for OCR, engineers and technicians for the Office of Communications and "Project Filler" cases for the Medical Staff. In support of such recruitment, new policies were approved for the appointee travel of so-called "hard to get" categories, and continued efforts were made to facilitate, when appropriate, expedite clearances by the Office of Security. The administration of equivallancy tests in the scientific categories has proven of value to OSI and the Office of Communications; such tests were administered in the field for Commo and continued field testing was done for biographic register candidates. Arrangements are being made for the administration of field testing on behalf of [REDACTED]

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**c. Qualifications Analysis**

The Qualifications Analysis Branch continued the design and development of a new classification coding system to be used in recording essential occupational data on applicants and employees in the RCA 501 Computer. The proposed structure has been coordinated with and approved by members of the Management Staff responsible for integrating this information in the 501. In addition, QAB completed the preparation of initial biographic profiles on all staff employees occupying positions GS-11 and above. Profiles of all National Security Council employees were also completed.

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**d. Recruitment**

During the reporting period, all field recruitment, clerical and specialized, was pulled together under one branch. The Field Recruitment Branch has worked closely with the Career Services Support Branch to facilitate and more effectively control the handling of applicant files and the referral and follow-up of applicant cases against appropriate vacancies. Efforts were made through this close working relationship to determine more accurately vacancies for the proper requisitioning of recruitment activity. In line with applicant controls, the Field Recruitment Branch assumed responsibility for all incoming mail from candidates with necessary correspondence continuing under its control until the case is either rejected or placed in processing.

In line with increased efforts to provide the DD/P with overseas clerical personnel, a special recruitment program was undertaken to enter on duty secretaries willing to serve anywhere at the Agency's discretion. The so-called Special Secretarial Group has not yet been in existence long enough to determine the long-range feasibility of this approach.

**e. Clerical Assignment**

During the latter six months of the fiscal year, Agency ceiling commitments brought about a re-appraisal of clerical requirements in balance with professional staff figures. As a result, approximately 80 clerical employees of the DD/I were temporarily placed under IAS ceiling. Input was drastically curtailed until the final month of the fiscal year to the point where Pool figures were at their lowest total for the corresponding calendar months of many previous years. In the final analysis, however, input was appropriate to prior commitments.

**f. Departmental Recruiting**

Departmental Recruiting continued with its heavy number of walk-in interviews. The Departmental Recruitment Branch continued to participate with OTR personnel in the scheduling of tests and the maintenance of testing records with respect to the Applicant Testing Program. DRB also continued to be the focal point for Congressional, White House, and Special Interest referrals.

**II. Objectives:** It is expected that the activity of the Special Assistants to Chief, Personnel Operations Division, will continue during the coming fiscal year within the same general pattern. A greater emphasis will have to be placed on out-placement activity, particularly in support of our retirement program and the anticipated policy regarding separation.

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Junior Officer Trainee recruitment will be stepped up considerably. A class of 90 must be formed by December and, henceforth, the Program will be geared to the annual graduation of 125 JOT's. In line with this acceleration, an additional recruiter has been assigned to [REDACTED]

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[REDACTED] Clerical input should approximate last year's but, due to the restrictions on IAS input during the latter months of the preceding fiscal year, a strong emphasis will be required during the fall months to assure an appropriate availability of processed cases during the first six months of the coming fiscal year. Because this will entail heavy activity during the fall months, a greater emphasis must be placed upon our clerical recruitment force; the use of advertising in such recruitment and a strong concentration on attracting clerical personnel in a currently employed status.

Personnel Operations Division will continue to work closely with the Chief, Plans Staff, in order to correlate Agency requirements with ceiling allocations. Present studies would indicate the need for an input of approxi-

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[REDACTED]  
These figures are only an approximation and will be further stabilized by developments in our ceiling program. The development of our new program for the qualifications register is expected to be completed during the coming fiscal year. The actual implementation of the program, including its programming for a 501 Computer, will be worked out on a priority basis with representatives of the Management Staff.

A continuing effort will be made to further develop working relationships between personnel representatives and their counterparts in the operating components, particularly with a view towards defining more accurately their monitorship responsibilities on behalf of the Director of Personnel.

Original signed by

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Acting Chief, Personnel  
Operations Division

Attachment

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Approved For Release 2001/05/17 : CIA-RDP79-00235A000100020023-4

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